

HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

DEPUTY DIRECTOR – PLANNING AND BUILDING

DEFINITION:

Under direction, plans, organizes, controls and directs the operations, activities and services of a major organizational segment of the Planning and Building Department; coordinates and directs personnel, resources, projects and communications to meet County needs and assure smooth and efficient organizational activities; supervises and evaluates the performance of assigned personnel; and does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Plan, organize, control and direct the operations, activities, and services of a major organizational segment of the Planning and Building Department such as administration, permitting or policy and program services.
- Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.
- Maintain current knowledge of laws, codes, ordinances, regulations, and pending legislation related to assigned functions and activities; modifies programs, functions, and procedures to assure compliance with local, state, and federal requirements as appropriate.
- Monitor and analyze services, programs, activities and functions for financial effectiveness and operational efficiency; respond to administrative input concerning organizational needs; direct the development and implementation of policies, procedures

and programs to enhance the financial effectiveness and operational efficiency of services, programs, activities and functions.

- Participate in the development, preparation and presentation of annual budgets for assigned functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; provide recommendations concerning fees, taxes, and assessments as requested.
- Communicate with administrators, personnel, outside organizations, and advisory committees to exchange information, coordinate activities and programs, and resolve issues or concerns; meet with elected officials, individually or as a governing board, to review and discuss issues and recommendations in a clear and organized manner; communicate with news media concerning division issues; attend and conduct a variety of meetings that may include evening events and out-of-county locations as assigned.
- May act for the Director in his/her absence or as directed.

EMPLOYMENT STANDARDS:

Knowledge of:

- Planning, organization and direction of the operations, activities, and services of a major organizational segment of a planning and/or building department
- Terminology, concepts, methods and procedures involved in the management of planning or building functions
- Applicable local, State and Federal laws, codes, ordinances, regulations, policies and procedures
- Principles and practices of administration, supervision and training

- Budget preparation and control

- Oral and written communication skills

- Interpersonal skills using tact, patience and courtesy

Ability to:

- Plan, organize, control and direct the operations, activities, and services of a major organizational segment of the Planning and Building Department

- Supervise and evaluate the performance of assigned personnel

- Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of services, programs, activities and functions

- Provide consultation and technical expertise concerning the operations, activities, and services of assigned organizational segment

- Communicate effectively both orally and in writing

- Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures

- Establish and maintain cooperative and effective working relationships with others

- Operate a computer, assigned software and office equipment

- Analyze situations accurately and adopt an effective course of action

- Direct the maintenance of a variety of reports, records and files related to assigned activities

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100 **EDUCATION AND EXPERIENCE:**

101 Graduation from an accredited four-year college or university with a bachelor's degree in urban
102 and regional planning, architecture, landscape architecture, geography, natural resources
103 management, environmental, physical or life science, engineering, architecture, or a closely
104 related field. (Experience may substitute for the required education on a year-for-year basis.) In
105 addition, six years of increasingly responsible experience in the development and
106 implementation of planning or building programs, projects and services, two of which need to
107 be in a supervisory position.

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109 **LICENSES AND CERTIFICATES:**

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111 A valid driver's license is required at the time of application. A valid CALIFORNIA Class "C"
112 driver's license is required at the time of appointment and must be maintained throughout
113 employment.

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115 **WORKING CONDITIONS:**

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117 Environment:

- 118 • Office environment
- 119 • Driving a vehicle to conduct work
- 120 • Travel/overnight stays

121 Physical Demands:

- 122 • Hearing and speaking to exchange information
- 123 • Dexterity of hands and fingers to operate a computer keyboard
- 124 • Seeing to read a variety of materials
- 125 • Sitting or standing for extended periods of time.

126 This class specification generally describes the duties and responsibilities characteristic of the
127 position(s) within this class. The duties of a particular position within a multi-position class
128 may vary from the duties of other positions within the class. Accordingly, the essential
129 functions of a particular position (whether it be a multi-position class or a single-position class)

Attachment 1: Deputy Director Classification Specification

will be identified and used by medical examiners and hiring authorities in the selection process.
If you have any questions regarding the duties or the working conditions of the position, please
contact the Human Resources Department at 805.781.5959.

Adopted: 04-01-2015
BOS Approved: